

Supervisory Script for Informal Notice of Shutdown Furlough

The purpose of this document is to serve as a communications script for first-line supervisors to use in dealing with employees. The following procedures are suggested:

- Meet with all available employees the day of the furlough and utilize the appropriate script below.
- Upon completion of the shutdown briefing, document the time and date the conversation occurred in an MFR to be maintained in your files.
- If an employee is not available, leave a voice mail message to receive a return call. If the employee does not call back by the end of the day, read the script below into the employee's voice mail or send an email to their personal email if possible.
- Retain all documentation in your records. You will receive disposition of records instructions in the near future.

NON-EXCEPTED EMPLOYEE COMMUNICATION SCRIPT

As you may be aware, annual funding for the government expires at midnight tonight, 21 November 2019. We remain hopeful that a government shutdown will be averted. The Administration strongly believes that a lapse in funding should not occur and is working with Congress to find a solution. There is still time for Congress to prevent a lapse in appropriations; however, we must plan for the possibility that a lapse could occur at the end of the month. A lapse would mean that a number of government activities would cease due to a lack of appropriated funding. While AGR personnel would continue in a normal duty status, a large number of our technicians would be temporarily furloughed beginning 22 November 2019.

In the event of a shutdown, it has been determined that your position is subject to furlough. This designation as working in a "non-excepted" function says nothing about the quality of your work or the value of your service. The designation merely reflects a careful interpretation of the activities allowable under the law without an appropriations bill.

You are expected to report to work on Friday, 22 November 2019. If the government shuts down, I will provide you a Furlough Decision notice containing specific information regarding this furlough and notice of your rights. You will be expected to assist the National Guard in conducting an orderly shutdown on the morning of 22 November 2019. Following the four (4) hours allowed for a proper shutdown on 22 November 2019, you will remain away from your place of duty and perform no official work unless, and until, you are recalled once a continuation resolution or an appropriations bill is passed. This includes the use of a government computer and any government phone you are issued. As a result of the lapse of appropriations, I will need to cancel any approved leave during this period. I will keep you informed on the status of potential shutdown. Please also continue to monitor local media for an updated status and ensure availability for immediate recall at any time.

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- *At this time, you must sign the roster prepared for all furloughed employees by printing your name and signature on the roster form. In addition, you must sign and acknowledge a letter regarding this furlough. There is one letter for Title 5 employees, and another letter for Title 32 technicians. A copy of the letter can be provided to you at your request. Upon completing these two mandated tasks, you can then return to your work space to finish any outstanding business, secure work files and place out of office messages on your telephone and computer. Please ensure you have completed any time sheets up to and including today's date. You will receive 4 hours of pay for today's date to complete this orderly shutdown. Do not leave before you have*

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a normal duty status, a large number of our technicians would be temporarily furloughed beginning Friday 22 November 2019.

In the event of a government shutdown, your position is excepted from the furlough that would take place. You would be expected to report to work on Friday 22 November 2019, and continue working your normal schedule. As a result of the lapse of appropriations, I will be required to cancel any paid leave that may have been previously approved for use during this period, as there is no authorization for paid leave (annual, sick, comp, etc.). Although your position is in an excepted status, your pay for time worked after 22 November 2019 will be deferred until such time as a continuing resolution has been signed or the FY 20120 appropriations have been passed. If you cannot report to work because of an emergency during this furlough period, you will be placed in a furlough status until such time as you can report to work, as determined by management.